

*Culminating Experience Proposal*  
*Department of Teacher Education*

Directions: Students must submit 2 hard copies of a completed and approved proposal to the Department of Teacher Education before they are authorized to begin data collection for the culminating experience. Students are responsible for securing all of the necessary signatures at each level of approval and retaining the signatures until the proposal has been approved.

**STUDENT INFORMATION**

Name:	Phone:
Address:	Email:
Student ID:	Program:
Projected completion date:	Faculty CE Adviser:

**SIGNATURES:** All signature must be obtained prior to enrolling in EDTE 290 (EDTE 285 for iMET)

***Preliminary Approval.*** Signatures indicate that the student meets the following standards: 1) fully understands the specific requirements and expectations for the proposed culminating experience ; 2) knows that the common questions must be addressed and submitted at proposal and at completion; and 3) has developed a proposal with sufficient substance that work with a faculty advisor is appropriate.

\_\_\_\_\_ Date: \_\_\_\_\_  
EDTE 250/Research Methods Instructor

***Academic Approval.*** Signatures indicate that the student meets the following standards: 1) faculty mentor(s) (advisor, second reader) agree that the student fully understands the steps to be taken to complete the culminating experience; 2) faculty mentor(s) agree that the proposal is worthwhile and appropriate for program curriculum; 3) faculty mentor(s) conclude that the proposal is ready to forward to the external reviewers (the graduate coordinator, the human subjects committee).

\_\_\_\_\_ Date: \_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_ Date: \_\_\_\_\_  
Second Reader

***Departmental Approval.*** Signature indicates that the student meets the following standards: 1) proposal is clear, correct, and thorough; 2) proposed study has passed human subjects review and all necessary signatures identified on page 4 of this proposal form have been obtained.

\_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Coordinator

## Culminating Experience Proposal Narrative

Directions: The Culminating Experience Proposal Narrative should address the criteria as outlined in the sections below. The organization and quality of writing should be in accordance with conventions valued by the academic community, including but not limited to punctuation, spelling, abbreviations, headings, and correct use of grammar.

### INTRODUCTION

1. **Statement of the problem.** A statement of the problem identifies the purpose of your study and briefly identifies the key elements of the work. To start, write a statement that completes the following sentence: "The purpose of this work is to. . ."
2. **Significance of the problem.** A statement that explains why the problem you are proposing to address merits investigation and why now is a good time to take action.
3. **Research questions and/or anticipated outcomes.** Posed to guide the study and lead to resolution of the central concern.
4. **Definitions. Define** terms that are unclear or that have special meanings (insofar as such terms can be anticipated early in the study).
5. **Description of the Innovation/Intervention.** Describe in general the **context** for this study, e.g., what you want to do, where you will do it, and who will be involved. This response should be general and is intended to provide a reviewer who is unfamiliar with your ideas enough background to get oriented to your proposed work. Also address how you will present your findings or finished product.
6. **Survey of related literature.** What are some of the key areas of literature guiding your proposed work? This does not need to be a full-scale literature review but should provide enough evidence to provide a rationale for pursuing what is being proposed. Include a **potential outline** of the major sections of the literature review.
7. **Common Questions.** Directions: Respond fully to each of the five questions. Responses should be organized and complete such that any reasonably knowledgeable reader can comprehend the substance of the responses. Candidates develop responses to the five questions as part of their proposal; they revisit the five questions upon completion of the culminating experience and submit their elaborated responses to the Department before credit is issued.
  - a. How does the proposed culminating experience connect to the **expertise** you developed in your graduate program?
  - b. How does the proposed culminating experience promote your development as a **leader** and as a **change agent** for schools? Include in your response a discussion of the contribution your product will make to society.
  - c. What about the proposed culminating experience takes advantage of and extends your **intellectual curiosity** in either a creative or critical way (or both)?
  - d. What opportunities exist in your proposed culminating experience for the further development of your capacities as a **researcher**?
  - e. What are your goals for developing your capacities in **academic writing** as part of your proposed experience?

## **METHODOLOGY**

***If you are proposing a culminating experience that does not entail data collection and/or analysis, you may skip the methodology section.***

1. List the kinds of data you need to collect for your research (e.g., descriptions, scores, tallies, measurements, surveys, etc.) and the anticipated sources of data (e.g., participants, procedures, records, documents, informants, etc.).
2. State any known ***assumptions*** being made but cannot be proved.
3. State ***limitations*** (i.e., conditions outside the investigator's control that affect data collection).
4. State ***delimitations*** which are boundaries purposely put on the study by the investigator.
5. Present a preliminary listing of the ***steps to be undertaken*** in:
  - obtaining permission
  - deciding on and selecting the characteristics of the group members who will be included in your study
  - developing tools
  - obtaining data
6. Summarize ***qualitative, quantitative, or mixed-methods*** procedures for ***analyzing data***. Include a description of how your study will provide validity, reliability and be conducted in a trustworthy way. Trustworthiness refers to how a study is designed in regard to how it accounts for bias (e.g., triangulating your data analysis).

## **TIMELINE**

1. The timeline should contain the dates from the beginning to the end of the study and should list any activity that you will be involved in related to your study.
2. Provide specific dates for completion of milestones in the work.

## **SPECIAL CONSIDERATIONS AND BUDGET**

1. Special considerations include anything you identify that will need to be addressed for your study to be successful. This includes items such as scheduling of labs, permissions, etc.
2. Statement of required resources. This is similar to listing the materials for a lesson plan. What will you need (people, materials, rooms, etc.)?
3. What ***direct costs*** do you anticipate incurring out of pocket, such as tests, software, other materials, transportation, and clerical help?
4. What ***indirect costs*** will be incurred such as utilities, space, computer access, and so on?

## **REFERENCES**

Provide a complete list of all sources cited in the proposal. Citations and references should be formatted according to APA 6<sup>th</sup> edition requirements.

## **HUMAN SUBJECTS**

The information in this section will be reviewed by the Teacher Education Human Subject Committee and if the committee determines there may be potential risk, will be referred to the University Committee for the Protection of Human Subjects.

Thesis/Project Title: \_\_\_\_\_

Name(s) and affiliation(s) of Researchers: \_\_\_\_\_

Mailing address (or Department and campus mail code): \_\_\_\_\_

\_\_\_\_\_  
Telephone and e-mail address for researcher

\_\_\_\_\_  
Anticipated starting date

\_\_\_\_\_  
Name of faculty sponsor (for student research)

\_\_\_\_\_  
E-mail address of sponsor

### **Preliminary Questions:**

- A. Is this for a culminating experience? [ ] 503 [ ] 505 [ ] 506 [ ] 507 sem/year \_\_\_\_\_  
**OR** B. Is this for a course? Which course? \_\_\_\_\_  
C. Does this research involve human subjects and/or data? [ ] yes [ ] no

If NO, **stop here** and obtain necessary signatures below.

If YES, **answer the 8 human subjects questions on a separate document** and obtain necessary signatures below.

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty Sponsor (for student research)

\_\_\_\_\_  
Date

### **DEPARTMENT HUMAN SUBJECTS COMMITTEE APPROVAL**

The Teacher Education Department's human subjects committee has reviewed and approved this application as [ ] exempt [ ] no risk [ ] minimal risk\* [ ] at risk\*

*\*Applications approved at this level of risk require review from the University CPHS*

\_\_\_\_\_  
**Name** of department's human subjects chairperson

\_\_\_\_\_  
E-mail address of chairperson

\_\_\_\_\_  
**Signature** of department's human subjects chairperson

\_\_\_\_\_  
Date

**Human Subjects Questions.** Answer questions 1 through 8 on a separate document. All 8 questions must be answered, even if you feel you have already addressed them elsewhere in the proposal.

1. Who will participate in this research as subjects (e.g., how many people, from what source, using what criteria for inclusion or exclusion)? How will you recruit their participation (e.g., what inducements, if any, will be offered)? How will you avoid any conflict of interest as a researcher?
2. How will informed consent be obtained from the subjects? Attach a copy of the consent form you will use. If a signed written consent will not be obtained, explain what you will do instead and why. (See Appendix C in *Policies and Procedures* for examples of consent forms, an example of an assent form for children, and a list of consent form requirements. Also see the section on *Informed Consent* in *Policies and Procedures*.)
3. How will the subjects' rights to privacy and safety be protected? (See the section on *Level of Risk* in *Policies and Procedures*. For online surveys, also answer the checklist questions at the end of Appendix B in *Policies and Procedures*.)
4. Summarize the study's purpose, design, and procedures. (You may copy and paste an abbreviated version of the methodology section of your Culminating Experience Proposal. Do not attach lengthy grant proposals, etc.)
5. Describe the content of any tests, questionnaires, interviews, etc. in the research. Attach copies of the questions. What risk of discomfort or harm, if any, is involved in their use?
6. Describe any physical procedures in the research. What risk of discomfort or harm, if any, is involved in their use? (The committee will seek review and recommendation from a qualified on-campus medical professional for any medical procedures.)
7. Describe any equipment or instruments and any drugs or pharmaceuticals that will be used in the research. What risk of discomfort or harm, if any, is involved in their use? (The committee will seek review and recommendation from a qualified on-campus medical professional for the use of any drugs or pharmaceuticals.)
8. Taking all aspects of this research into consideration, do you consider the study to be "exempt," "no risk," "minimal risk," or "at risk?" Explain why. (See the section on *Level of Risk* in *Policies and Procedures*.)

## Evaluative Criteria of the Culminating Experience Proposal

The rubrics are built around five guiding questions, each of which is discussed generally below:

1. How well is the introduction developed?
  - Statement of the problem
  - Significance of the problem
  - Research questions
  - Definitions, assumptions, limitations, and delimitations.
  - Description of innovation/intervention
  - Survey of related literature
2. How well is the methodology developed?
  - Kinds of data
  - Preliminary steps to be undertaken
  - Data analysis
  - Presentation of findings
3. How well are the timeline and special considerations developed?
  - Dates from beginning to end listing any activity proposer will be involved in related to the study
  - Specific dates for completion of milestones
  - Special considerations such as scheduling of labs, permissions, etc.
  - Statement of required resources.
  - Direct and indirect costs.
  - Human Subjects.
4. How well and fully addressed are the Common Questions?
  - Respond fully to each of the five questions.
  - Responses should be organized and complete such that any reasonably knowledgeable reader can comprehend the substance of the responses.
  - Should incorporate relevant consideration of knowledge, skills and dispositions of the core outcomes.
5. How well is the proposal organized and formatted?
  - Pays close attention to the surface elements of text to ensure that conventions valued by the academic community are not violated (e.g., punctuation, hyphenation, spelling, abbreviations, headings, etc.)
  - Organization of the proposal and quality of writing are in accordance with APA guidelines
  - References to the ideas and conclusions of other authors are provided in accordance with the ethical norms of the academic writing
  - Appropriate use of APA citations and reference page